

DD/P Rec Mgt 4

17 February 1959

Samples of Records Common to All Offices

- 1 Document Receipts
- 2 Courier Receipts
- 3 T. S. Logs

16005-Secret and Below

- 4 Personnel Files
- 6 Employee Record Cards (OF 46)

- 7 Training Files
- 8 Training Record Cards
- 9 Supply and Services Files
- 10 Budget and Allotment Files
- 11 Chrono Files (Reading)
- 12 Research and Reference Material
- 13 Revolving Funds Files
(Taxi, Imprest, Emergency)

- 14 Reference Publications
- 15 Library Material

16 Subject Files

- Destroy after 2 years.
- Destroy after 3 months.
- Temporary. Retain indefinitely.
Retire to Records Center
- Destroy after 1 year.
- Destroy 6 months or 1 year
after separation.
- Destroy upon separation from
Agency. If intra-agency
transfer, forward to gaining office.
- Destroy after 3 years.
- Destroy upon separation.
- Destroy after 3 years.
- Destroy after 4 years.
- Destroy after 1 year.
- Screen and destroy periodically.
- Destroy after 4 years.

- Destroy when superseded or obsolete.
- Return to CIA Library when no
longer needed.
- Permanent at top level, 3 years
at Division level, 1 or 2 years at
lower levels. Retention periods
will vary with location and
function.